

How to Submit a DS-4076 – CJ Determination Request Electronically

Part 1

- Read all of the information on the “[Commodity Jurisdiction](#)” page to understand how the form must be completed.
- Incorrect forms and submissions will be Returned Without Action (RWA).

Part 2

- Go to the “Commodity Jurisdiction Menu.”
- Download the DS-4076 by clicking on the “DS-4076 Commodity Jurisdiction (CJ) Request Form” link.
- A new window will open with the Adobe PDF form.
- Choose File, Save As (or click on the Disk icon) to save this form to your computer.



Note: You will need Adobe Reader 8 or higher to view this form. Download a free version at www.adobe.com.



Tip: Establish a naming convention and a single location on your computer to save and keep track of all of your files.

Part 3

- Locate the DS-4076 that you have saved to your computer.
- Complete the form.
- Gather all Additional Documentation in electronic format.
- Don't forget to Print, Sign and Scan the Applicant/Submitter's Certification page.



Tip: Save these documents in the same location as your DS-4076.



Note: Templates for some attachments can be found under the CJ Menu or attached to the DS-4076 (To find them, click the Paper Clip Icon).



Note: The only file formats **accepted** are: BMP, CSV, GIF, JPEG, JPG, PDF, RTF, TIF, TXT, XML.

Part 4

- Once your CJ package is complete, return to the “[Commodity Jurisdiction](#)” page.
- From the “Commodity Jurisdiction Menu,” click the “Submit your Completed DS-4076 Form Package” link.

Part 5

- You are now on the “DTAS-Online Portal” page.
- Click on the “Electronic Forms Information Center” link in the “EFS” box.
- Read all the information on the Electronic Forms Information Center page.

Part 6

- Click “Begin Submission” on the Electronic Forms Information Center page.
- Before you can enter you must “Accept” the Terms and Conditions of EFS. Please review all of the Terms and Conditions.

Part 7

- **Step 1 – User Information**
 - Complete all fields that have a red asterisk (*).
- **Step 2 – Upload Form**
 - Under the Form Type drop down menu select DS-4076.
 - Click on the “Browse” button and locate the completed copy of the DS-4076 on your computer.
 - Click on the “Next” button to proceed to the next screen.
- **Step 3 – Upload Additional Documentation**
 - Click on a radio button that applies. The Browse and Upload buttons will appear.
 - Click on the “Browse” button and locate the corresponding additional documentation that pertains to the specific block.
 - Click on the “Upload” button to submit the file.
 - If you uploaded a document that was not the file you meant to upload, click on the delete icon (✖) to remove it.
 - Once you have completed uploading all additional documentation, click the “Submit Complete Form Package” button.



Note: You may only upload one document at a time.



Note: The “Submit Complete Form Package” button will only become available once you have uploaded all required documents.

- **Step 4 – Let's Review**
 - Review all of the information you have submitted for correctness. Click the “Modify” button to make any changes.
- **Receipt**
 - Print the receipt for your records as proof of a successful submission.